



GUIDELINES FOR FUNDING  
JULY 1, 2008—JUNE 30, 2010

VIRGINIA COMMISSION for the *Arts*

# CONTENTS

## Introduction

|                                       |   |
|---------------------------------------|---|
| Mission and Statement of Values ..... | 2 |
| Background on the Commission          |   |
| Guiding Principles of the Commission  |   |
| Advisory Panels.....                  | 4 |
| Map of Advisory Panel Regions .....   | 5 |

## Grant Programs

|                             |   |
|-----------------------------|---|
| General Grant Policies..... | 6 |
|-----------------------------|---|

### Building Our Cultural Infrastructure

|   |    |
|---|----|
| General Operating Support for Arts Organization .....       | 9  |
| General Operating Support for Major Arts Institutions ..... | 12 |
| Services to the Field .....                                 | 12 |
| Technical Assistance Grants .....                           | 13 |
| Technology Enhancement Grants.....                          | 14 |
| Local Government Challenge Grants .....                     | 16 |

### Making the Arts More Accessible

|  |    |
|--|----|
| Project Grants .....                     | 18 |
| Performing Arts Touring Assistance ..... | 20 |
| Writers in Virginia .....                | 22 |

### Investing in Creativity

|                          |    |
|--------------------------|----|
| Artist Fellowships ..... | 25 |
|--------------------------|----|

### Strengthening Arts Education

|   |    |
|---|----|
| Artists in Education Residency Grants (PK-12) ..... | 27 |
| Artist Roster .....                                 | 29 |
| Teacher Incentive Grants .....                      | 30 |

## Complaints Pertaining to Civil Rights Compliance .....

## Appeals Process .....

## Nomination for Advisory Panels .....

## Tips to Applicants for Financial Assistance .....

## Contact Information .....



Print Publication Design: PUNCH  
Publication Coordinator: Tatjana Franke Beylotte

Cover: d' Art Center  
Inside Cover: Riverviews Artspace  
Back Cover: Sandy Creek Weavers

# WELCOME

The Virginia Commission for the Arts is the state agency that supports the arts through funding from the Virginia General Assembly and the National Endowment for the Arts.

Virginia Commision for the Arts has a number of funding opportunities available for:

- Arts and other non-profit organizations
- Non-arts organizations conducting arts programs
- Units of government
- Schools and School Divisions
- Individual Artists

| GRANT PROGRAMS                        | GRANT DEADLINES                      |
|---------------------------------------|--------------------------------------|
| General Operating Support             | March 3, 2008<br>March 2, 2009       |
| Services to the Field                 | March 3, 2008<br>March 2, 2009       |
| Project Grants                        | March 3, 2008<br>March 2, 2009       |
| Touring Assistance for Presenters     | March 15 - December 1 of each year   |
| Local Government Challenge Grants     | April 1, 2008<br>April 1, 2009       |
| Performing Arts Tour Directory        | April 1, 2008<br>April 1, 2009       |
| Artists in Education Residency Grants | April 1, 2008<br>April 1, 2009       |
| Artist Fellowships                    | August 1, 2008<br>August 3, 2009     |
| Teacher Incentive Grants              | October 15, 2008<br>October 15, 2009 |
| Technical Assistance Grants           | Throughout the Year                  |
| Technology Enhancement Grants         | Throughout the Year                  |
| Writers in Virginia                   | Throughout the Year                  |
| Artist Roster                         | Throughout the Year                  |
| All Final Reports                     | June 16, 2008<br>June 15, 2009       |

## VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street, Richmond, VA 23219-2010  
804-225-3132 (voice/TDD) • 804-225-4327 (fax) • [arts@virginia.gov](mailto:arts@virginia.gov) (email)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)

*Upon request, a large print version of this public document will be made available to persons with visual impairments.*

# INTRODUCTION

## MISSION

To support and stimulate excellence in all of the arts, in their full cultural and ethnic diversity, in order to enhance the quality of life, to stimulate economic development, to support educational advancement, and to make the arts accessible to all Virginians.

## VALUES

- The people of Virginia deserve great art. The Virginia Commission for the Arts supports artistic excellence where it exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.
- High quality art should be accessible to all Virginians, regardless of race, age, gender, income, disability, geographic isolation, or social barrier.
- The Commission celebrates the diverse cultures that have led to the vitality of contemporary life in the Commonwealth.
- An investment in the artists of today is an investment in the cultural heritage of the Commonwealth.
- The Commission values creativity and innovation in the arts.
- The Commission's role in funding the arts should be that of a catalyst, helping to strengthen private and local support of the arts.
- The arts are a vital component of a healthy economy, improving the quality of life in urban and rural communities, adding jobs, and drawing tourists from around the world.
- Study of the arts is essential to intellectual and creative development and should be a part of the education of every young person.
- The Commission should be a responsible steward of the public trust, committed to using public resources fairly and efficiently, with the highest ethical and legal standards.

## BACKGROUND ON THE COMMISSION

The Commission's funds come from the Virginia General Assembly and the National Endowment for the Arts, a federal agency.

The agency, which was created in 1968, is guided by 13 Commissioners appointed to five-year terms by the Governor and confirmed by the General Assembly. To ensure statewide representation, at least one Commissioner -- and no more than two -- is appointed from each Congressional district. A full-time staff of five implements programs and policies. The Commission is assisted by a statewide network of advisory panelists.

The 2008-2010 Guidelines for Funding, presented in the following pages, describe the grant programs of the agency. The Guidelines cover activities taking place between July 1, 2008, and June 30, 2010. This document reflects the advice of many of the constituents of the Commission. The agency encourages anyone in Virginia to comment on its programs and services by writing, calling, or e-mailing the Commission office at any time during the year.

## GUIDING PRINCIPLES OF THE COMMISSION

### *Artistic Quality*

Supporting and stimulating excellence in the arts in Virginia is the responsibility of the Commission.

Artistic quality is the first consideration in the decision to fund any arts organization or arts activity. The Commission supports artistic excellence where it already exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.

The advisory panels make evaluations of artistic quality. The Commission chooses the panelists for their knowledge of and experience in the arts. They attend activities of the Commission grantees and have first-hand knowledge of the quality of the work of the organizations.

### ***Access to the Arts***

The Commission works to ensure that quality arts are accessible to all Virginians regardless of race, age, gender, income, disability, geographic isolation, or social barrier. The Commission supports existing arts organizations in all parts of the Commonwealth and encourages new organizations that serve people with limited access to the arts.

In addition, the Commission makes a substantial investment in performing arts touring each year as a way of increasing the availability of high quality arts throughout the Commonwealth.

All applicants are expected to consider the needs of special populations, such as older adults, individuals with disabilities, and the institutionalized, when planning their programs.

### ***Diversity***

The Commission believes that it is through the arts we celebrate the diverse cultures of this country.

The Commission funds arts organizations, artists, and arts activities that preserve and present the many cultures of contemporary life in the Commonwealth.

Commission grantees that are serving racially, ethnically, and/or culturally diverse communities are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to create this diversity.

### ***Assistance to Individual Artists***

Central to support for the arts is aid to individual artists of all disciplines. The Commission believes that assisting the artist today is an investment in the cultural heritage of the Commonwealth.

The Commission provides fellowships for individual artists to help create new work as well as advance the careers of artists and the art forms in which they work.

If the arts are to thrive, there must be a receptive environment. The Commission hopes to develop a broad interest in and demand for new art in the Commonwealth by assisting in the purchase, commissioning, presentation, and distribution of work by Virginia artists of all disciplines. The Commission's goal is to foster a climate in which artists of exceptional talent may work full-time at their art, assured of critical and financial rewards. Arts organizations receiving funding from the Commission are encouraged to pay their artists.

Additionally, the Commission supports artist retreats, access centers for equipment and studio/rehearsal space, and organizations that provide information and advisory services for individual artists.

### ***Development of Arts Organizations***

The Commission provides ongoing support for established arts organizations and helps in the development of new arts organizations which fill a community need. In deciding which organizations to support, the Commission looks for high standards of artistic quality and management and the amount of local commitment to an organization in terms of attendance and financial support.

The Commission funds both professional and nonprofessional organizations that strive for artistic excellence. The Commission defines a "professional" organization as one composed of, hiring, or serving artists who earn or endeavor to earn their living through the practice of their art.

The Commission provides technical assistance to arts organizations, including paying for staff and board members to attend workshops and seminars, funding short-term consultations on management problems, and conducting management workshops.

The Commission views its financial assistance role to arts groups as that of a catalyst, helping to strengthen private and local support of the arts. The Commission believes in a diversified funding base for arts organizations.

Organizations receiving funding from the Commission are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government, as well as income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

INTRODUCTION

Some arts organizations exist to present the work of one artistic leader and are not intended to continue after that leader is gone. Other, equally worthy arts organizations have a more broad-based artistic philosophy and are intended to continue serving their communities beyond the tenure of the original artistic leader. The Commission strongly encourages this second group of organizations to build cash reserve funds and endowment funds to ensure financial stability in the future.

*Arts Education*

The Virginia Commission for the Arts is committed to strengthening arts education in the Commonwealth. The arts are an essential component of our communities, education, and lives. Creative activity is a source of joy and wonder. It also nurtures the development of cognitive, social, and personal skills which lead to improved academic performance in all subjects.

The study of the arts should be a part of the education of every young person, whether that student grows up to be a performer, a scientist, or a basketball player. A complete curriculum in the arts includes both training in performance and in the creation of art work.

The Commission supports artist residencies in the schools, innovative projects that integrate the arts with non-arts curricula, and the educational programs of not-for-profit arts organizations. None of these educational resources, however, take the place of sequential, curriculum-based arts instruction delivered by certified arts teachers. These supplemental arts programs reinforce and expand upon the arts curricula.

The Commission works in partnership with arts education associations, the Virginia Board of Education, the Virginia Department of Education, and arts organizations to promote arts education in all schools in Virginia.

ADVISORY PANELS

To help in making decisions on grant applications to arts organizations, the Commission has established seven regional advisory panels (see map), one statewide panel for major arts institutions, and one statewide panel for organizations applying in the Services to the Field category.

Each of the seven regional advisory panels, as well as the statewide panels for major arts institutions and services to the field, consist of seven to nine members appointed by the Commission. The panelists are local artists, arts administrators, trustees of arts organizations, and arts supporters. They are chosen for their expertise in the arts, their ability to work with others in a panel situation, and their willingness to devote the time required. In making appointments to the panels the Commission attempts to balance each panel with knowledge of the different arts disciplines and diverse cultural perspectives.

There is also a statewide arts education advisory panel for the Artists in Education Residency Program (PK-12). This panel includes artists, arts educators, administrators, and leaders of community organizations. Statewide advisory panels of three to four arts educators and administrators review Teacher Incentive Grant proposals each year. Special statewide advisory panels made up of artists, arts administrators, and arts educators review applications from artists wishing to be considered for inclusion on the Artist Roster each year.

Another statewide advisory panel makes recommendations on the performing artists to be included in the Tour Directory. This panel includes performers, administrators of touring organizations, and representatives of presenting organizations.

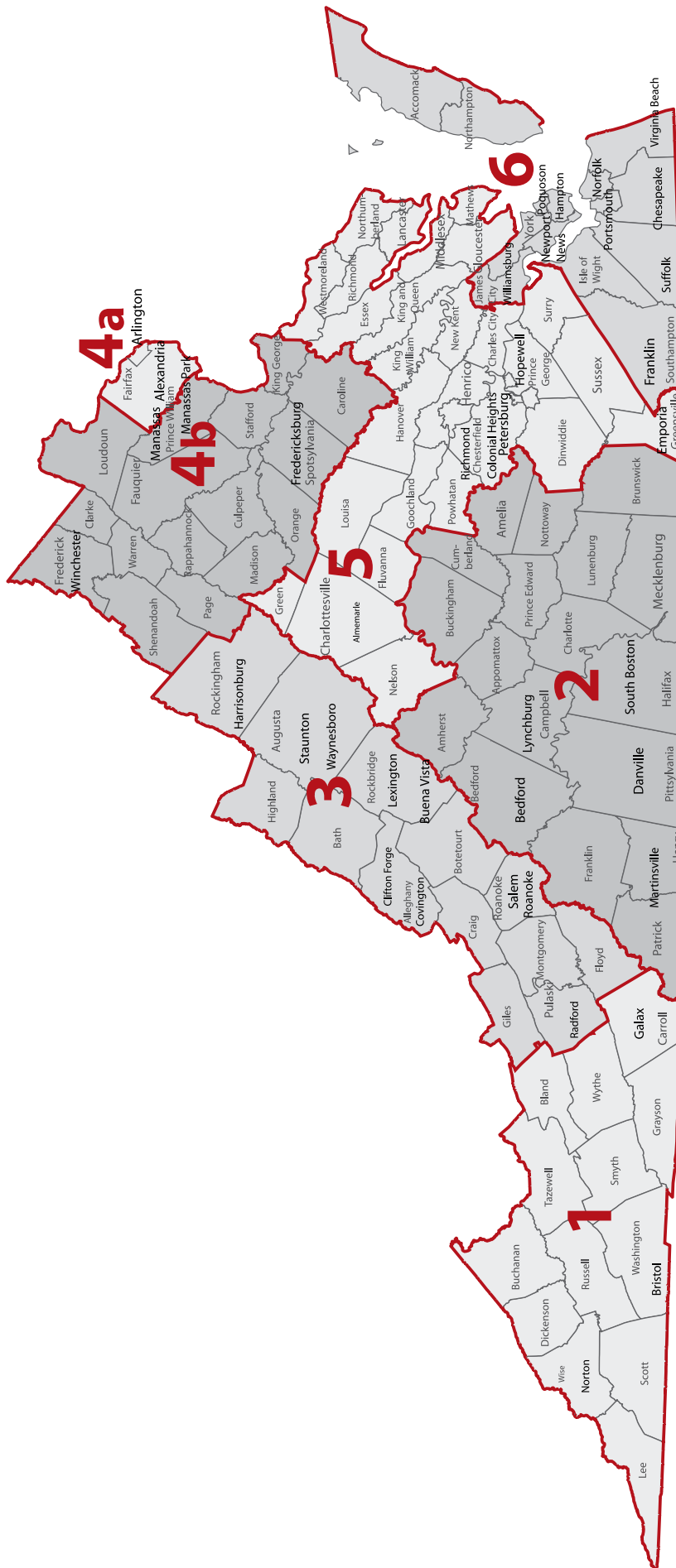
Applications for Artist Fellowships are reviewed by statewide advisory panels of professionals in the appropriate discipline.

Applications for Technology Enhancement Grants are reviewed by a statewide advisory panel with expertise in both technology and general arts management.

Panelists make recommendations on grant applications, evaluate activities funded by the Commission, and make recommendations on the Commission's policies and procedures. They are appointed for one-year terms and may be reappointed twice to serve a maximum of three years.

Nominations for the advisory panels may be submitted to the Commission office at any time during the year. Each nomination is kept on file for three years. A list of current panelists is available from the Commission office and on the Commission website.





## AREA ARTS ADVISORY PANELS, 1-6



# GRANT PROGRAMS

## GENERAL GRANT POLICIES

### *Basic Eligibility*

The Virginia Commission for the Arts awards grants to Virginia organizations which:

- are not-for-profit and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation, of the Internal Revenue Code, or are units of government, or are educational institutions, or are local chapters of tax exempt national organizations;
- produce, present, or support, dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### *Actions of the General Assembly*

All Commission programs and grant amounts are subject to change, based upon action on the state budget by the Virginia General Assembly and by the Office of the Governor. The Commission recommends that applicants confirm the deadlines for the grant programs before submitting applications.

### *Acknowledgment*

In all published material regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from the Virginia Commission for the Arts and the National Endowment for the Arts. The purpose of crediting the Virginia Commission for the Arts and the National Endowment for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. The logo of the Virginia Commission for the Arts and funding credit are available in camera-ready form on coated stock or can be downloaded from the Commission website ([www.arts.virginia.gov](http://www.arts.virginia.gov)). This acknowledgment should be included in programs, print and online newsletters, educational materials, brochures, posters, news releases, websites, catalogues, and videos.

### *Amount of Assistance*

The total of all Commission grants to any established arts organization in one-year will be no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

Refer to each grant category for maximum grant amounts and matching requirements.

Low priority will be given to organizations that do not show strong efforts to seek multiple funding resources. Applicants are expected to charge a reasonable fee when appropriate rather than offer free events.

Support for an organization or project does not imply future Commission support. Application must be made each year and will be considered in relation to applications submitted by all other organizations. All Commission grants are subject to funds available.

### *Grant Contract*

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Grant Conditions, a copy of which is attached to each application form. Applicants must attach a signed copy of the Certification of Assurances to the application and keep a copy on file.

When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Major changes in activities, personnel, or budget must be approved in advance by the Commission.



**Reporting Requirements**

The Commission requires a final report on each grant within 30 days of the end of the grant period, or no later than June 15 for activities taking place in June. Final report forms, if required, are mailed with grant award letters and may also be downloaded from the Commission website.

Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records.

The Commission requires General Operating support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

**Lobbying**

No part of a Virginia Commission for the Arts grant shall be used for any activity intended to influence a member of Congress or the General Assembly to favor or oppose any legislation.

**Ineligible Activities**

The Virginia Commission for the Arts does not fund:

- activities restricted to an organization’s membership
- costs of parties, receptions, fund-raising benefits, etc.
- activities that are primarily religious in purpose
- college or university-based projects that are part of a required course or curriculum, that do not involve and serve a significant non-student population, or that are for activities that are otherwise available in the community
- general operating support for historic celebrations or community promotional activities



Metro Stage. Production of tick, tick...BOOM!

# BUILDING OUR CULTURAL INFRASTRUCTURE



Shenandoah Valley Music Festival

GENERAL OPERATING SUPPORT FOR ARTS ORGANIZATIONS

(See General Policies, page 6)

Purpose

To assist organizations of artistic merit in fulfilling their missions by providing funds to maintain their stability and encourage their advancement.

Description

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions and their private companion foundations), that have an independent governing board, and that meet the Basic Eligibility criteria on page 6, and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code.

Organizations must be incorporated for at least a year before applying for General Operating Support and must have completed a season of programs. Applicants for General Operating Support are expected to present at least three different programs or services for the public each year.

A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state.

Applicants that are at least three years old must have a previous year’s income of at least \$10,000 in cash. Organizations with smaller budgets may be eligible to apply for Project Grants or Technical Assistance.

*Avocational Organizations.* Priority in this funding program will be given to organizations that pay artists. Avocational organizations may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations are welcome to apply in the other grant programs of the Commission.

*Festivals.* In order to be eligible for General Operating Support a festival should be a separately incorporated Virginia organization with a year-round administrative staff and a year-round presence in the community, have as its primary purpose the arts, spend the majority of its budget on arts activities, last longer than three consecutive days, hire professional artists, and include education and outreach programs as part of the festival. Other festivals are welcome to apply for Project Grants, Touring Assistance, and Writers in Virginia grants.

*Educational Organizations.* Organizations that exist primarily to provide arts education should meet the following criteria:

- 1. The instructors should be professionals or former professionals in their fields.
- 2. Classes should be aimed at acquiring skills at ever-increasing levels of difficulty. Classes should be focused on development of skills rather than being primarily rehearsals for a performance.
- 3. The organization should have a diversified funding base, beyond tuition and ticket sales for public performances, that shows wide-spread community support.
- 4. Scholarships should be available for low income students. There should be an active effort to recruit students from all segments of the community.
- 5. In addition to instruction, there should be regular opportunities for students to perform or exhibit for the public.

*Vocal Ensembles.* Vocal ensembles that perform primarily pop, Broadway, or barbershop music are not eligible for General Operating Support but are eligible to apply for Project Grants for new initiatives or for Technical Assistance.

*Diversity.* Applicants that are serving racially, ethnically, and/or culturally diverse communities are expected to actively seek racial, ethnic, and/or cultural diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to create this diversity.

*Diversified Funding Base.* Applicants are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government, as well as income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support.

**Eligible Activities**

- General operating expenses
- Special projects
- Construction or renovation costs
- Reserve funds

**Deadlines**

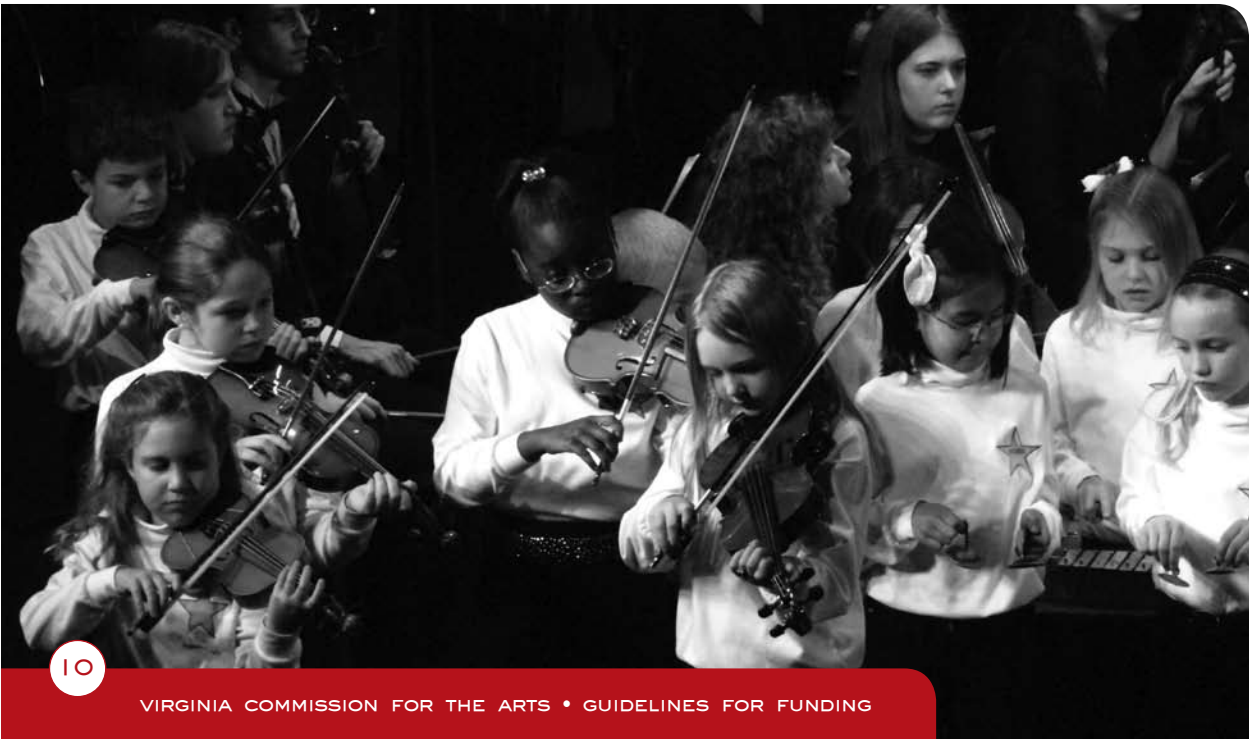
March 3, 2008, for expenses occurring between July 1, 2008, and June 30, 2009  
March 2, 2009, for expenses occurring between July 1, 2009, and June 30, 2010

The Commission awards all General Operating Support Grants for a one-year period. Each grantee is required to submit an application annually, but applications are reviewed by the advisory panels in alternating years. Applications that do not go before the advisory panels are reviewed by the Commission staff and board. Any organization applying to the Commission for the first time in this category must submit a full application. Organizations that have been funded by the Commission in the General Operating Support category in past years will be notified by the Commission in early January what information will be required for the March application deadline. If the grant is awarded, the organization must submit a year-end report no later than June 15th of each year in order to receive the second payment for the grant.

If an organization undergoes a substantive change in its mission, its artistic leadership, or its management during the grant period, the Commission must be notified. If in the opinion of the Commission such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant funds.

**Amount of Assistance**

Organizations approved for funding will receive no more than 10% of their previous year’s cash income, less Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Most organizations will receive less than the maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be \$500 per year; maximum grant awards will be \$150,000 per year.





### ***Criteria for Evaluating Applications***

- Artistic excellence
- Effective management
- Service to the community

The first and most important standard of review is artistic excellence, based on the stated artistic mission of the organization. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

Management effectiveness is measured by appropriate organizational structure, evidence of planning, and fiscal responsibility.

Service to the community includes activities in addition to public performances, exhibitions, or other formal presentations of the art. Service to the community is evaluated by a clear explanation of the people to be served, of why the organization provides this service, and of how the service fits into the overall mission of the organization.

In evaluating the applications the Commission will take into account whether the requested grant will result in significant programs for the community that could not be provided within the applicant's existing financial resources. The Commission will also evaluate the general merits of each application relative to others being considered.

*NOTE: The Commission requires General Operating Support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.*

### ***Application/Review/Payment Procedure***

1. Applicants submit the information requested by the Commission each year. The Commission staff is available for consultation on applications and to review drafts of applications before the application deadline. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should put the panelists and Commissioners on their mailing lists.
2. Applicants submit completed application forms by the deadline (not a postmark deadline). **NO EXCEPTIONS.** The Commission will not accept any application materials via facsimile transmission or other electronic means (e.g. e-mail).
3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.
4. Copies of the applications are sent to the members of the appropriate advisory panels.
5. The panelists independently review each application prior to the panel meeting.
6. Each advisory panel meets with the Director and Program Coordinator. Commissioners attend each panel meeting as observers. Applicant representatives may attend panel meetings as observers but may not make a presentation to the panel. The panels make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office and on the Commission website. Applicants are encouraged to invite the panelists and Commissioners to their arts events for the public in advance of the panel meetings.
7. Following the panel meetings, the Commission staff makes a recommendation on each application.
8. The board of the Commission then reviews the recommendations of the panels and staff and takes final action on the applications.
9. Applicants are notified of Commission action by mail. The appeals process for applications not awarded funds is described on page 32.
10. The Commission will pay 85 percent of each year's grant amount by the first of August. The final 15 percent will be paid within 30 days after the Commission receives the final report on the grant. Final reports must be submitted after the completion of all funded activities and before June 15th.

**GENERAL OPERATING SUPPORT FOR MAJOR ARTS INSTITUTIONS**

Organizations that meet the standards described below will be reviewed by a statewide, multidisciplinary panel in alternating years. These organizations will follow the same guidelines and application procedures as other applicants for General Operating Support.

- Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions, as well as their private companion foundations), that are not a division of a larger organization, that have an independent governing board, that are incorporated in Virginia, that meet the Basic Eligibility Criteria on page 6, and that are exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code.
- Organizations that have their headquarters and home season in the state.
- Organizations that have the purpose of producing or presenting the performing arts must pay the performers. Organizations that have the purpose of presenting the visual arts must have professional curators who select the work to be shown. These organizations may not charge fees to artists for the exhibition of their work.
- Organizations that have full-time administrative staff.
- Organizations that have boards of directors with the authority and skills to guide the organization.
- Organizations that have been reviewed and approved for full funding in operating support from the Commission for at least four years prior to being considered by the Commission to be a major arts institution.
- Organizations that have previous year’s cash income of at least \$1,000,000. Substantial income for non-arts activities, such as facility rental income, is not included in the income minimum.
- Organizations that have substantial education/outreach programs.
- Organizations that have opinioned, independent audits of their financial records each year.

**SERVICES TO THE FIELD**

*(See General Policies, page 6)*

**Purpose**

To support the work of local arts agencies and other organizations that provide services to artists and arts organizations, that focus on the development of the arts as a whole in a community or region, and that work to integrate the arts more fully into the community or region.

**Description**

These grants will support services of all types provided to artists and arts organizations.

**Eligible Applicants**

Arts councils, commissions, or other entities whose principal purpose is to provide planning, support services, and development for arts organizations and artists in a local or regional geographic area. New and emerging local arts agencies may apply for support through a fiscal agent. (See page 19 of the guidelines for information about fiscal agents.)

*NOTE: Eligible applicants may apply in one of the categories of General Operating Support for Arts Organizations, Project Grants, or Services to the Field, but not in any two of those categories in the same year.*

**Eligible Activities**

- Planning and research studies
- Promotional materials, newsletters, and calendars of arts events
- Salaries for staff to provide services
- Costs of presenting conferences and professional development workshops
- Shared administrative costs, such as information technology or office equipment
- Operational costs for facilities that house multiple arts organizations or groups of artist studios
- Shared technical services



- Other costs of information and services provided to artists and arts organizations throughout the community or region
- Start-up costs for new local arts agencies

*NOTE: Regranting funds and the costs of presenting arts activities for the public are generally not funded in this category.*

### **Deadlines**

March 3, 2008, for activities taking place between July 1, 2008, and June 15, 2009

March 2, 2009, for activities taking place between July 1, 2009, and June 15, 2010

### **Amount of Assistance**

Generally, the grant amounts will be \$20,000 or less. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any proposed activity.

### **Criteria for Evaluating Applications**

- Effective organizational structure and administrative capacity
- Quality of organizational planning
- Evidence of community-wide planning for growth of the arts
- Quality of partnerships and collaborations with local arts and civic organizations
- Quality of partnerships and collaborations with artists
- Promotion of diverse arts and culture
- Effective communications with artists and arts organizations and the community at large
- Community need for Virginia Commission for the Arts funding

### **Application Review/Payment Procedure**

Applications will be reviewed by a statewide, multidisciplinary advisory panel and approved by the board of the Commission, following the same review and payment procedures as the General Operating Support applications.

## **TECHNICAL ASSISTANCE GRANTS**

*(See General Policies, page 6)*

### **Purpose**

To assist arts organizations in improving their artistic quality, community service, or management.

### **Description**

These grants are designed to provide outside help for organizations on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.

### **Eligible Applicants**

Virginia organizations whose primary purpose is the arts, local arts agencies that are units of local government, and public art programs (excluding other units of government and educational institutions) and that meet the Basic Eligibility criteria on page 6.

The organizations must be incorporated in the state and have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state.

### **Eligible Activities**

- Short-term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action.
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.

### **Deadline**

Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2008, and June 15, 2010.

**Amount of Assistance**

Up to \$1,000 each (non-matching), total not to exceed \$2,000 per year. Grants are awarded from available funds on a first-come, first-served basis.

These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.

**Criteria for Evaluating Applications**

- Need by applicant organization for the proposed activity
- Financial need of the organization for the requested grant

**Application/Review/Payment Procedure**

1. Applicants submit application forms at least four weeks before the proposed activity. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews proposals. Notice to applicants of decisions is generally prompt.
3. After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of the final report, the Commission will authorize payment to the grantee.

**TECHNOLOGY ENHANCEMENT GRANTS**

*(See General Policies, page 6)*

**Purpose**

To build the administrative capacity of Virginia arts organizations through grants for the purchase of technology appropriate to the needs of each organization.

**Description**

The Commission will award grants of up to \$2,500 to arts organizations for the purchase of technology hardware and software or training in the uses of technology. These organizations will be expected to provide a technology plan, as defined in the application instructions, as part of the application. These grants are intended to help organizations strengthen their administrative and artistic structures in order to provide better services for the public.

**Eligible Applicants**

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions) and that meet the Basic Eligibility criteria on page 6.

The organizations must be incorporated in the state, have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state, and be exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code.

**Eligible Activities**

- Purchase of digital hardware, such as computers, monitors, printers, modems, scanners, video and graphic cards, digital cameras, and video editing equipment.
- Software for digital equipment
- Training in the use of digital equipment
- Theatrical light and sound equipment

*NOTE: The following items are not eligible expenses under this grant category: taxes, special shipping, carrying cases, or consumables, such a paper, discs, tapes, or cartridges.*

**Deadline**

Applications are accepted throughout the year. Allow at least four months for the review and approval process.

**Amount of Assistance**

Up to \$2,500, non-matching. An organization may receive only one Technology Enhancement Grant between July 1, 2008, and June 30, 2010.

**Criteria for Evaluating Applications**

- Quality of the applicant’s technology planning and needs assessment
- Degree to which the proposed equipment/software/training addresses the stated needs of the applicant
- Potential impact of the equipment/software/training on the ability of the organization to serve the public
- Cost-effectiveness of the proposal

**Application/Review/Payment Procedures**

1. Applications are accepted throughout the year. Applicants should allow four months for review of the proposals.
2. The Technology Enhancement advisory panel will make recommendations on the pending applications three times a year.
3. The board of the Commission reviews the recommendations of the advisory panel and takes final action on the applications at the fall, winter, and spring meetings of the Commission. Applicants may contact the Commission staff to learn the dates of the quarterly meetings.
4. After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of the final report, the Commission will authorize payment to the grantee.



Park Place Child Life Center

**LOCAL GOVERNMENT CHALLENGE GRANTS**

***Purpose***

To encourage local governments to support the arts.

***Description***

The Commission will match, up to \$5,000, subject to funds available, tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/ council or directly by the governing board.

***Eligible Applicants***

Independent city, town, or county governments in Virginia.

***Eligible Activities***

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

***Deadlines***

April 1, 2008, for local government grants awarded in 2008-2009

April 1, 2009, for local government grants awarded in 2009-2010

*NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.*

***Amount of Assistance***

Up to \$5,000, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

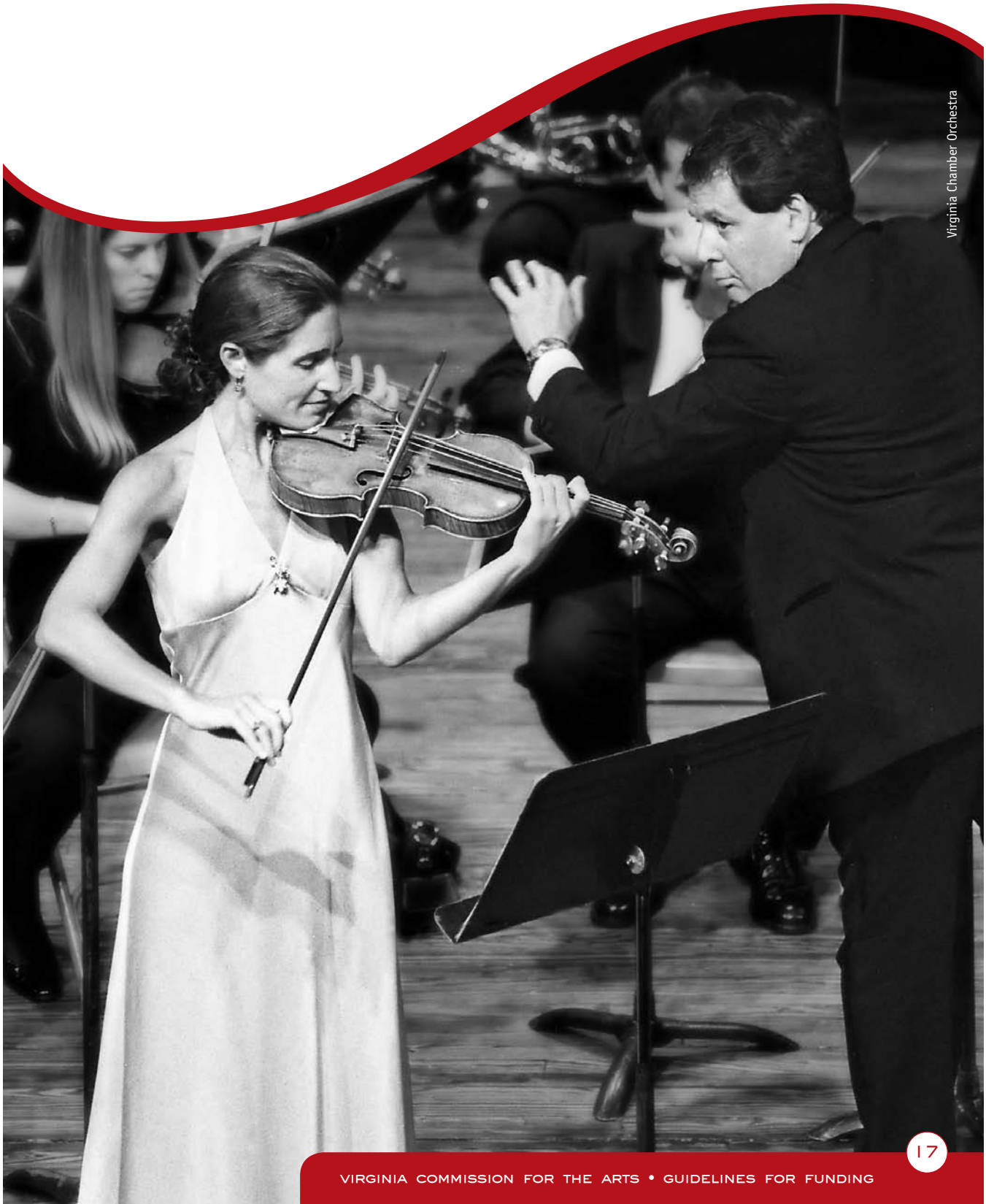
***Criteria for Evaluating Applications***

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

***Application/Review/Payment Procedures***

1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The board of the Commission reviews the staff recommendations and takes final action on the applications.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The Commission will pay the grant in full after receiving this confirmation.

# MAKING THE ARTS MORE ACCESSIBLE



Virginia Chamber Orchestra

**PROJECT GRANTS**

*(see General Policies, page 6)*

**Purpose**

To increase access to high quality arts for all Virginians; to increase opportunities for artists to create and present their work; and to expand arts education opportunities for young people.

**Description**

This grant program supports a wide variety of arts activities and is open to any not-for-profit organization presenting the arts. It is one of the Commission’s most competitive grant programs. Generally, the Commission will not support the same project for more than three years. The Commission will favor applications for the creation and/or production of new works by Virginia artists.

**Eligible Applicants**

Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria on page 6. Each department of a college or university is considered to be a separate applicant. Organizations receiving General Operating Support or funding in the Services to the Field category are not eligible for Project Grant funding.

**Eligible Activities**

- Commissions of new works of art
- Performances, exhibitions, film or video screenings, readings, and publication of literature
- Operating support for new and emerging arts organizations (organizations whose primary purpose is the arts, that are three years old or less, and that had a previous year’s income of less than \$50,000)
- Artist residencies
- Workshops, seminars, classes
- Guest artists
- Educational programs of arts organizations
- Classes or other training in all disciplines of the arts
- Summer arts camps
- Scholarships for young people for arts instruction
- Arts festivals
- Architectural feasibility studies
- Surveys and planning
- Conferences
- Information and advisory services to artists and arts organizations
- Space and equipment for artists
- Touring events from out of state
- Transportation for school children, older adults, and other special groups to attend arts events

**Notes**

- General operating support or annual budgets for established organizations are not considered projects and are ineligible.
- Applications from colleges/universities should be for activities not otherwise available in the community.
- Commission grants to any established arts organization in one-year will total no more than 30 percent of that organization’s income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

**Deadlines**

March 3, 2008, for projects taking place between July 1, 2008, and June 15, 2009  
March 2, 2009, for projects taking place between July 1, 2009, and June 15, 2010



**Amount of Assistance**

Generally, the grant amounts will be between \$1,000 and \$10,000. Applicants may submit more than one application for a combined total of no more than \$10,000. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any project.

**Criteria for Evaluating Applications**

- Artistic quality of the proposed project
- Effective management of the applicant organization
- Extent to which the proposed project meets the needs of the community and/or state
- Financial need of the applicant for the requested grant
- Cost-effectiveness of the proposed project

**Fiscal Agents**

A not-for-profit, tax-exempt Virginia organization or government unit may act as fiscal agent for a Project Grant request by an individual or organization that is not tax-exempt or not incorporated in Virginia. The fiscal agent must sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application.

**Application/Review/Payment Procedures**

Applications will be reviewed by the area advisory panels and approved by the board of the Commission, following the same review and payment procedures as the General Operating Support applications. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).



Richmond Boys Choir

**PERFORMING ARTS TOURING ASSISTANCE PROGRAM**

*(See General Policies, page 6)*

**Purpose**

To increase opportunities for Virginians to experience high-quality performing arts events.

**Description**

This grant program supports touring by Virginia performing artists and ensembles within the state. The touring activities are restricted to those listed in the Commission’s annual Tour Directory. Any not-for-profit organization meeting the Basic Eligibility criteria on page 6 can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter, not to the touring artist(s). Touring artists apply to be listed in the Tour Directory with a set dollar amount reserved to support their touring as outlined below. To be eligible for funding, performances must take place in Virginia but outside of the performer’s home base. Any activity underwritten with Commission touring assistance funds must be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools are exempt from this Commission requirement.

**INFORMATION FOR PERFORMERS AND ENSEMBLES SEEKING TO BE LISTED IN THE TOUR DIRECTORY**

**Eligible Applicants**

Virginia performing artists and performing arts ensembles. Individual students or organizations whose members are primarily PK-12 or undergraduate college students are not eligible for inclusion in the Tour Directory.

**Eligible Activities**

- Programs listed in the Tour Directory which take place outside of the home area of the touring artist(s)
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement.

**Deadline for Artists**

April 1, 2008, for the touring season of July 1, 2009, to June 15, 2010

**Criteria for Evaluating Applications**

- Artistic excellence
- Effective management
- Availability of similar touring programs in the state
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour
- Impact of the proposed tour on the career of the touring artist or organization

*NOTE: If the Commission allocates less than \$25,000 for any artist or ensemble for the 2009-2010 tour, that artist/ensemble is eligible to compete for unused touring funds after December 1, 2009, up to a total allocation for the year of \$25,000. If the Commission allocates \$25,000 or more for any artist’s/ensemble’s 2009-2010 tour, that artist/*



Mill Mountain Theatre, Production of Copacabana

*ensemble will not be eligible to compete for unused touring funds after December 1. (See “Application Procedure” for more explanation.)*

### **Application/Review/Procedures**

1. The artist/ensemble should submit a complete application to the Commission by the deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in June, 2008.
3. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 16, 2009, until December 1, 2009.
4. In the fall of 2008 the Commission will distribute the 2009-2010 Tour Directory with information about artists and ensembles eligible for touring support and descriptions of their touring programs.
5. The Commission will begin accepting touring assistance applications from presenters on March 16, 2009. Applications submitted before that date will be returned.
6. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1.
7. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist’s/ensemble’s allocation. Grant award letters are generally mailed two weeks after receipt of each presenter’s application by the Commission.
8. If an artist/ensemble listed in the 2009-2010 Tour Directory has booked a tour and used all of its original allocation prior to December 1, 2009, it may book additional performances and encourage the presenters to apply to the Commission’s “wait list” on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.
9. After December 1, 2009, the Commission will pool any uncommitted touring funds and award them to presenters on the “wait list” or other presenters which apply to support activities of eligible artists/ensembles. Wait list performances must take place between December 15 and June 15 of each touring season.

*NOTE: Artists/Ensembles which are awarded an allotment of \$25,000 or greater may not receive any additional support under the procedure in #8 and #9.*

10. No applications for funding will be accepted after December 1.

## **INFORMATION FOR PRESENTERS OF VIRGINIA TOURING ARTISTS/ENSEMBLES**

### **Eligible Applicants**

Virginia not-for-profit organizations, units of local government, or educational institutions that meet the Basic Eligibility criteria on page 6.

### **Eligible Activities**

- Programs listed in the Tour Directory which take place outside of the home area of the touring artist(s).
- Programs should be open to the public, and the presenter must provide community-wide publicity. Elementary and secondary schools, senior living facilities, correctional facilities, and hospitals may be exempt from this requirement.

### **Deadline**

Presenters should send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission at least four weeks prior to the event, and before December 1.

### **Amount of Assistance**

The Commission will fund up to 50 percent of the performance fee for any touring program listed in the Virginia Commission for the Arts Tour Directory, subject to the overall limit for each touring artist/ensemble. Grant amounts are a minimum of \$100.

***Application/Review/Payment Procedures for Presenters***

1. In the fall the Virginia Commission for the Arts distributes its Tour Directory, listing basic information about the artists and ensembles eligible for tour support and descriptions of the touring program for the following July 1–June 30 fiscal year.
2. Touring artists/ensembles and presenters begin scheduling and signing contracts. All negotiations regarding type and schedule of activities, fees, technical needs and promotional efforts are the responsibility of each touring artist/ensemble and its presenters, and the resulting arrangements should be included in the contract.

The Commission’s grant, however, will not exceed 50 percent of the contracted performance fee. Fees and all local costs are the responsibility of the presenters. A presenter’s total costs will depend on the touring artist’s/ensemble’s fee, facility costs, promotion costs, and other local factors.

Each contract must contain language referring to the requested amount of presenter touring assistance.

3. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts at least four weeks before an event and before December 1. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
4. The Commission awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist’s/ensemble’s allocation. Presenters should not consider touring grants automatic but should wait for confirmation. Grant award letters are generally mailed two weeks after receipt of each contract by the Commission.
5. For grant awards of over \$150 the Commission will send 85 percent of the grant to the presenter before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving the final report. For grants of \$100 to \$149 payment will be made after the Commission has received the final report.
6. Presenters submit final reports to the Virginia Commission for the Arts within 30 days after each event.
7. If any presenter receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.

**WRITERS IN VIRGINIA PROGRAM**

*(See General Policies, page 6)*

***Purpose***

To stimulate and support literary readings and workshops throughout the state by Virginia poets and fiction writers.

***Description***

This grant program provides subsidy for readings and workshops by Virginia writers in a wide variety of settings.

***Eligible Applicants***

Virginia not-for-profit organizations, units of government, or educational institutions that meet the Basic Eligibility criteria on page 6.

***Eligible Writers***

Writers interested in being listed in the Writers in Virginia Directory should contact the Commission office. The criteria for inclusion in the Directory are as follows:

- Publication history of at least one published book of fiction or poetry or three published short stories or six published poems. Self publication or school publications, “vanity” press, newspapers, and newsletters and membership magazines are excluded.
- The writer must either live in Virginia currently or have a significant Virginia connection.

***Eligible Activities***

Readings or workshops by poets and fiction writers listed in the Writers in Virginia Directory available from the Commission office or on the Commission website.

Alanna Rivera, 2007 Poetry Out Loud Virginia State Champion



*NOTE: Sponsors may also apply for subsidy of readings or workshops by writers not in the Writers in Virginia Directory that meet the criteria for inclusion in the Directory and that have been approved by the Commission review committee.*

### **Deadline**

Applications are accepted throughout the year, at least four weeks before the reading or workshop occurring between July 1, 2008, and June 15, 2010.

### **Amount of Assistance**

Up to 50 percent of the writer's fee, with a maximum of \$250. Sponsors may receive a total of \$500 in any year. Grants are awarded on a first-come, first-served basis until all funds are committed.

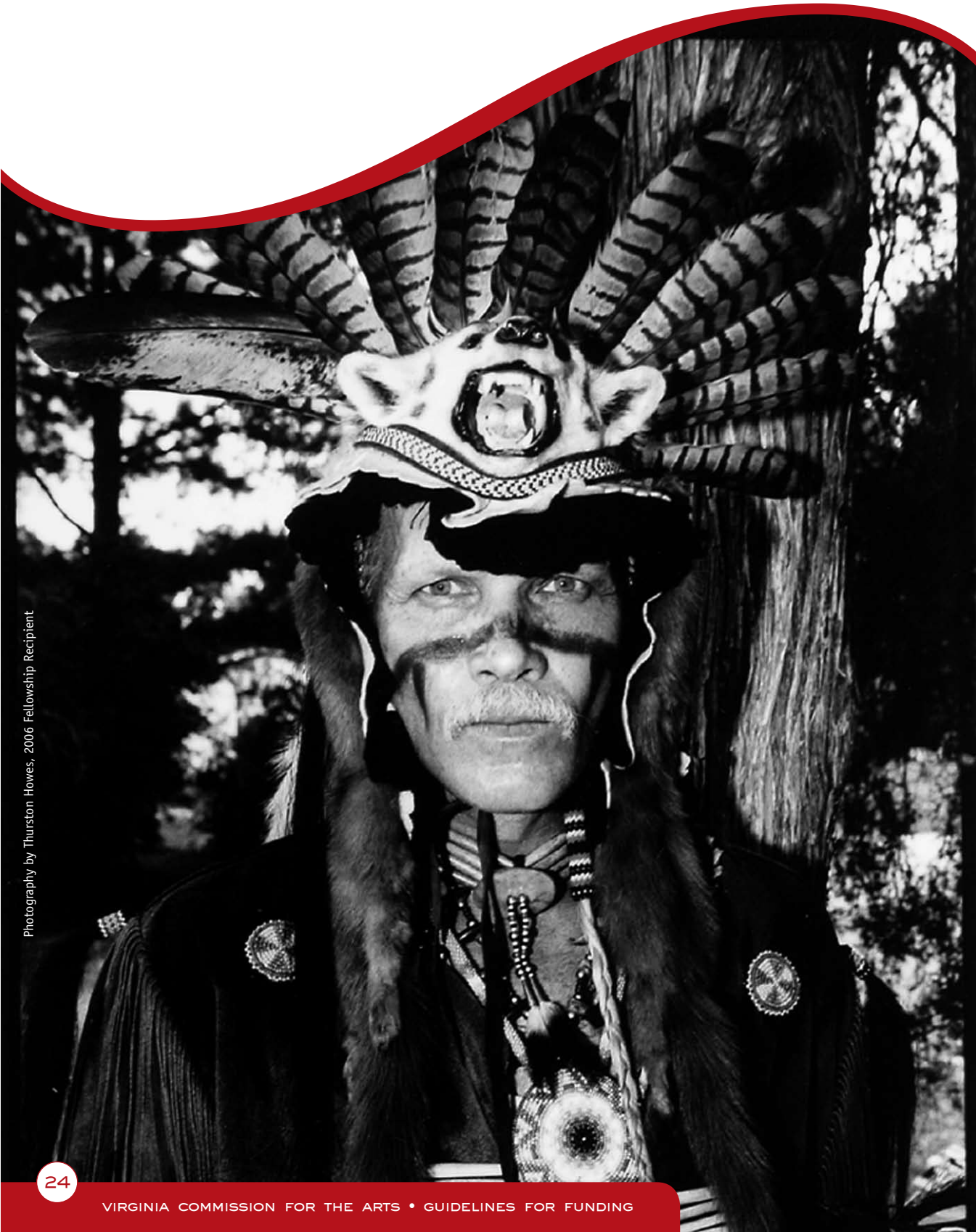
*NOTE: There is a limit of five grants per year for subsidies of readings or workshops by any one writer under this program.*

### **Application/Review/Payment Procedures**

1. After a literary event has been arranged with the time, place, and writer's fee set, the sponsoring organization submits a complete application to the Virginia Commission for the Arts at least four weeks before the proposed reading or workshop. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for eligibility and completeness. The organization will be notified within two weeks if a grant is awarded.
3. Payment on the grant will be made after the event has taken place and the sponsor submits a final report to the Virginia Commission for the Arts.



# INVESTING IN CREATIVITY



Photography by Thurston Howes, 2006 Fellowship Recipient



## ARTIST FELLOWSHIPS

### *Purpose*

To recognize the creative excellence of individual Virginia artists and to support their pursuit of artistic excellence.

### *Description*

A limited number of fellowships are available to professional creative artists living in Virginia. Funding in this category is highly competitive. In past years less than 10% of the applicants have received funding. Specific arts disciplines will be eligible for support each year on a rotating basis, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

### *Eligible Applicants*

Artists who are legal residents of Virginia at the application deadline and who plan to remain in the state for the coming year. A legal resident has a valid Virginia driver's license and/or pays income tax in Virginia and/or is a registered Virginia voter. Applicants must be at least 18 years of age. An individual may apply in only one category per year and may receive only one fellowship from the Commission within any four-year period.

### *Deadlines*

August 1, 2008, for applications in artistic disciplines that will be announced in June of 2008, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

August 3, 2009, for applications in artistic disciplines that will be announced in June of 2009, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

### *Amount of Assistance*

\$5,000. Artists are not required to provide matching funds.

### *Criteria for Evaluating Applications*

- Quality of the applicant's work as demonstrated by the work samples submitted
- The applicant's record of professional arts activity and achievement as reflected in the resume
- Potential for the fellowship resulting in significant development in the career of the applicant

### *Application/Review/Payment Procedure*

1. Artists submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means, such as e-mail.
2. Applications are reviewed by an advisory panel of professionals in the appropriate discipline. The panels make their recommendations after group discussion.
3. The board of the Commission makes the final decision on all applications.
4. Artists approved for fellowships receive the full amount in one payment. Artists are responsible for paying all required taxes on this funding. Artists are required to send a brief narrative report on their professional activities during the fellowship period at the end of a year.

# STRENGTHENING ARTS EDUCATION

Heather Maxwell, Artist in Residence



ARTISTS IN EDUCATION RESIDENCY GRANTS (PK-12)

(See General Policies, page 6)

Purpose

To place professional artists of various artistic disciplines in residencies for elementary and secondary students and their teachers. Residencies must be designed to reinforce the arts instruction provided by the school/school division.

Description

This program provides elementary and secondary students, teachers, and the community at large opportunities to work with professional artists. The residencies enhance arts instruction in the school curriculum and highlight the importance of the arts as essential components of a complete education and a valued part of community life.

Eligible Applicants

Virginia elementary and secondary schools which meet the Basic Eligibility criteria on page 6 are eligible to apply for funding through this program.

- Private, federally tax-exempt schools that are in compliance with the Civil Rights Act and the Rehabilitation Act may also submit applications.
- School divisions may also apply on behalf of several schools; however, they must comply with all Commission requirements regarding the minimum length of each residency, residency components, on-site coordinator, etc.
- Tax-exempt arts, service, and civic organizations may work in partnership with the local school(s) in planning and implementing the residency program. Grant funds may not be used for teachers presently working within the school/school division or the organization/institution.

Required Components

Residencies must be a minimum of three full school days. The required residency component at each participating school are as follows:

- Core Group Workshops—a small group of interested students who work with the artist each day of the residency to receive intensive training.
- General Workshops—larger student groups, school-wide lecture/demonstrations, presentations, performances.
- Teacher Workshop—at least one formal workshop conducted by the artist(s) for faculty and staff either before, during, or following the residency.
- Studio Time—for residencies of ten days or more, each artist must be provided with on-site studio space and time-up to 50 percent of the total time-at each school/site for personal work during the residency.

Optional Components

- Public Activity—a community workshop, performance, exhibition which is open to the general public may be included as part of the residency.

NOTE: If a residency program is sponsored by a school division or an organization on behalf of several individual schools, all required components must be in place at each participating school.

Criteria for Evaluating Applications

- Clarity of the program description
- Residency planning and evaluation
- Integration of residency components with existing arts curricula
- Cost-effectiveness of the proposed residency
- Administrative ability of the local on-site coordinator(s)

Applicants must describe each required component and how the components will work together and the selection process for students. A sample schedule of components for the artist(s) should be included; how/why the artistic discipline (medium) was selected; how the residency will reinforce the scope and sequence of the curriculum-based arts instruction provided by the school; and how it will expand upon previous residencies, if any.

Applicants must describe the planning process, list the members of the planning team/committee, discuss the artist's involvement in the planning process, and describe the residency program evaluation, student assessment processes, and the impact of previous residencies.

Applicants must clearly describe the curriculum-based, sequentially-organized arts instruction currently provided by an arts specialist employed by the school or school division and how the proposed residency and its components will reinforce the scope and sequence of the existing arts instruction, as well as how the residency will promote the arts as essential for a complete education.

Applicants must provide a residency budget which includes salary for the artist(s), travel expenses for the artist(s), supplies for the residency workshops, one on-site pre-residency artist-sponsor planning day, and expenses for eligible program documentation. The financial commitment of the school or school division and financial need will also be considered.

Applicants must provide a professional resume for each school's local on-site coordinator and any other administrator responsible for residency planning, implementation or evaluation.

### ***Amount of Assistance***

Generally, the Commission will award no more than 50 percent of the total cash cost of the residency program. First-time applicants, however, may request up to two-thirds (2/3) of the total eligible cash costs of the residency. In-kind (non-cash) contributions are not allowable as part of a match for this program. Only the following residency expenses are eligible for funding:

- Salary for the resident artist(s)
- Travel (standard rate per mile) for the residency artist(s)
- Materials for residency activities
- Program documentation (audio or video tapes, slides)
- Honorarium and travel expenses for the artist(s) for one on-site pre-residency planning day (to take place during the fiscal year of the grant award and prior to the residency)

Generally the Commission will not fund the same type of residency and/or the same artist(s) in the same school or school division for more than three years. Applications which involve the same discipline in the same school division with many of the same artists must include an explanation as to how this program differs substantially from past programs and why the same discipline or artist was selected.

### ***General Requirements***

- Prior to applying to the Commission for funds, residency sponsors should read the Commission's Arts Education Handbook, available from the Commission office or on the Commission website.
- Changes in the residency program, artistic or administrative personnel, budget, scheduling, location, etc. must be approved before the residency begins by the Commission. Requests for approval must be in writing and must include all necessary information for a proper evaluation of the request.
- All residencies require contracts between sponsors and artists. The contract must detail all requirements and expectations of the residency sponsor, payments, purchase of supplies, ownership of works created during the residency, scheduling, etc. A sample contract is included in the Arts Education Handbook.
- All Commission grantees are required to acknowledge the support of the Commission and the National Endowment for the Arts in all press releases, brochures, interviews, publications, websites, and other materials or publicity for Commission-funded projects/residencies.

### ***Application/Review/Payment Procedures***

1. Complete applications must be received by the Commission on or before the published deadline (not a postmark deadline). The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Artist Residency applications are reviewed by the Commission's statewide Arts in Education Advisory Panel. Panelists are appointed by the Commission from a list of artists, administrators, educators, arts administrators, and community members nominated from all areas of Virginia.
3. The Arts in Education Advisory Panel makes funding recommendations. The Commission makes all final funding decisions.

4. The Commission will pay 85 percent of each grant at the beginning of September. The final payment will be made after the Commission receives and approves the final report. Final reports must be submitted within 30 days following the completion of the residency and before June 15.

***Sponsor Deadlines***

April 1, 2008, for residencies occurring between July 1, 2008, and June 15, 2009

April 1, 2009, for residencies occurring between July 1, 2009, and June 15, 2010

**ARTIST ROSTER**

The Commission maintains a roster of artists interested in doing school and community residencies. These artists are screened on the basis of artistic quality, professional experience in their fields, and quality of their plans for residency activities. The Roster includes the artistic disciplines of architecture/design, computer art, crafts, dance, film/video, folk arts, graphic art, music (performance and composition), poetry/creative writing, theatre, and the visual arts. Inclusion in the Artist Roster does not guarantee participation in a residency.

***Application Procedure***

Artists selected for the Roster should expect to be interviewed by residency sponsors and must be prepared to work with applicant schools, school divisions, and eligible arts organizations in planning and preparing residency program (sponsor) applications for submission to the Commission.

Residencies may be from 3 full days to an entire school year. The Commission does not set daily rates for artists; however, the agency suggests a payment of at least \$125 per day. Fees are negotiated directly with residency sponsors. All residencies include core group workshops, at least one formal teacher workshop, and performances, exhibitions, or workshops for the full student body or for the public. The Commission will not serve as a booking agent for the artist. Artists included on the Roster are expected to be available during the school year but are not required to accept a position if offered.

Artists who have been on the Roster for four years may send an updated resume and a letter to the Commission, stating their interest in continuing to be on the Roster. If an artist does not demonstrate a record of substantial public performances, publications or exhibitions of work or if there are concerns about the individual's work in the schools, that artist will be notified and he/she will be required to submit a full application for the Roster to be reviewed by the panel and Commission.

***Eligible Applicants***

Applicant artists may be Virginia-based or may reside out-of-state.

***Review Procedure***

Applications and supporting materials will be reviewed three times a year by the Commission's Artist Roster panel made up of representatives of the literary arts, performing arts and visual arts. The panel is comprised of individual artists, arts educators, members of the Commission's Arts in Education Advisory Panel and arts administrators familiar with the Commission's residency program. The panel reviews each artist's professional expertise, credentials, and quality of work; the residency description; demonstrated ability and desire to work with elementary and secondary students and their teachers; and prior residency experience. The board of the Commission makes the final decisions on artists to be included in the Roster.

***Deadline***

Applications are accepted throughout the year. The board of the Commission will approve additions to the Arts in Education Artist Roster three times a year.

**TEACHER INCENTIVE GRANTS**

*(See General Policies, page 6)*

**Purpose**

To provide financial assistance to classroom teachers (PK-12) to develop creative projects which link the arts with non-arts curricula or non-arts learning objectives.

**Description**

This grant category offers financial assistance to individual teachers to provide special arts resources or programming for the classroom project, to hire arts consultants or professional artists, or to purchase consumable supplies for the arts integration project described in the application. Projects may involve visual art, creative writing, theatre, music, dance or a combination of artistic disciplines.

**Eligible Applicants**

Elementary and secondary classroom teachers, in any discipline, currently employed by Virginia educational institutions (PK-12) which meet the Basic Eligibility criteria on page 6 may apply for funding through this program. An individual may receive only one grant award during each grant period. More than one teacher in each school is eligible to apply.

*NOTE: If for any reason the teacher selected cannot initiate or complete the project described, the funds must be returned to the Virginia Commission for the Arts.*

**Eligible Activities**

- Artists
- Arts Consultants
- Supplies for the arts project described in the proposal

**Amount of Assistance**

Up to \$300

**Deadlines**

October 15, 2008, for activities between January 1 and June 15, 2009  
October 15, 2009, for activities between January 1 and June 15, 2010

**Criteria for Evaluation**

- Arts at the Core—applicants must describe how the arts project will be integrated with non-arts curricula or a non-arts unit of study; cite and describe connections with Virginia’s Standards of Learning objectives in non-arts subjects; describe expected results; describe an artist’s or consultant’s qualifications; and must include a budget detailing expenses and all sources of income.
- Creativity, Innovation, Learning—applicants must describe how/why the project is unusual/unique; the expected benefits of the project for participants, and its impact on instruction and the school.

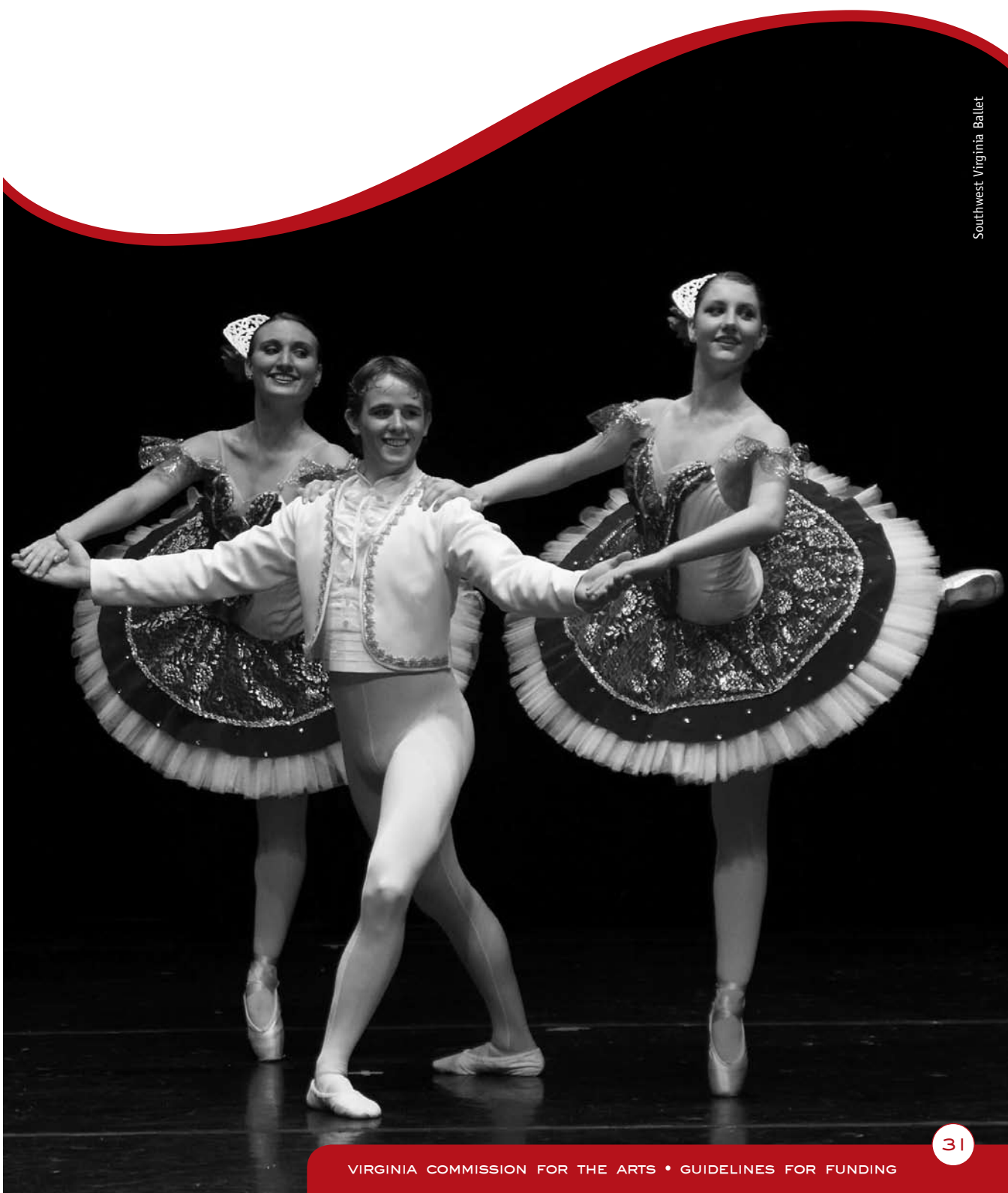
**Application/Review/Payment Procedures**

1. Teachers submit completed application forms and required photocopies by the deadline (not a postmark deadline). Applications must be received by the Commission on or before the published deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Teacher Incentive Grant proposals are reviewed by a statewide panel which makes funding recommendations.
3. The board of the Commission for the Arts makes the final decision on all grant applications.
4. Grant awards will be paid in full by the end of January. Payments to public schools may be made to the school division office.



# COMPLIANCE AND APPEALS

Southwest Virginia Ballet



COMPLAINTS PERTAINING TO CIVIL RIGHTS COMPLIANCE

Any person who believes that a grantee of the Virginia Commission for the Arts is not in compliance with either the Civil Rights Act of 1964, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Executive Director of the Commission. The letter of complaint should include information about the dates, location, and specific aspects of the grantee’s activities that may not be in compliance.

The staff of the Commission will attempt to resolve the matter informally, if possible, by meeting with the grantee and the complainant.

If the staff of the Commission determines that the grantee is in full compliance with civil rights requirements, the Executive Director of the Commission will so inform the grantee and the complainant. If the staff of the Commission determines that the matter cannot be resolved informally, the matter will be brought to the board of the Commission for consideration of suspension or termination of funding.

APPEALS PROCESS FOR GRANT APPLICANTS

Applicants who believe their applications for funding were rejected for any of the following three reasons may appeal to the Commission for reconsideration:

- 1. The application was declined on the basis of review criteria other than those appearing in the guidelines;
- 2. The application was declined due to influence of advisory panel or Commission members who willfully failed to disclose conflicts of interest; or
- 3. The application was declined because erroneous information was provided by the staff, panelists, or Commission board members at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Incomplete applications are specifically denied any appeals process. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for appeal.

Requests of appeals must be received, in writing, at the Commission office within 30 days of the applicant’s notification of a funding award decision. The board of the Commission will review and act upon the appeal at its next regularly scheduled meeting.

If the board of the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency’s Executive Director.

APPEALS PROCESS FOR PUBLICATIONS

(Performing Arts Tour Directory, Writers in Virginia Directory, and Artists in Education Artist Roster)

Applicants for either the Performing Arts Tour Directory, the Residency Program Artist Roster, or the Writers in Virginia Directory may appeal a decision not to be included in the Directory or on the Roster on the basis of the three reasons listed above. The same procedure is followed for these appeals with the exception that applicants have only 15 days from notification to file their appeals because of publication schedules. These appeals will be reviewed and acted upon by the Executive Committee of the Commission.

NOMINATIONS FOR ADVISORY PANELISTS

*Role of Advisory Panels*

The advisory panels of the Virginia Commission for the Arts make recommendations and give guidance that will affect the future of the arts in the Commonwealth. The quality and integrity of the Commission’s decision-making depend upon the individual contributions of time, thought, and energy of these volunteers.

*Nominations for Advisory Panels*

The Commission staff keeps a file of nominations for the panels, and anyone can send in names at any time during the year. Each name remains on file for at least three years. Each nomination should include a brief description of the individual’s experience in the arts, an address, and a telephone number. An individual may nominate him or herself.

***Who is Eligible for the Panels?***

- individual artists in all disciplines
- artistic directors of arts institutions
- curators and museum directors
- heads of performing arts presenting series
- managers of arts institutions
- board leaders of arts institutions
- college faculty in the visual arts, music, theatre, dance, and creative writing
- folklorists
- managers of individual performers and touring companies
- arts educators, school administrators, teachers, and PTA/PTO representatives
- writers and editors
- community leaders with an understanding of the role of the arts in their communities

***Panelists Should:***

- have in-depth knowledge in a field of the arts
- regularly attend a wide variety of arts events in their communities
- be articulate and willing to offer opinions in public
- be able to work in a committee setting
- be willing to contribute the time necessary to review grant applications and to understand the Commission programs and policies
- be able to attend a one or two-day panel meeting

***Selection of the Panelists***

The board of the Virginia Commission for the Arts approves the list of nominees for the advisory panels annually. The Commission staff invites the panelists to serve, attempting to balance each panel with different types of knowledge about the arts. Each panel should include geographic and racial diversity.

***Panels***

The Commission has different panels for the different grant categories, including:

- seven regional multidisciplinary panels that review applications from arts organizations for operating support and from all types of not-for-profit organizations for special initiatives in the arts
- a statewide multidisciplinary panel to review applications from large budget arts organizations for operating support
- a statewide multidisciplinary panel to review applications from performers to be included in the Tour Directory
- a statewide multidisciplinary panel to review applications for Services to the Field grants
- a statewide panel to review Technology Enhancement grant applications
- a statewide Arts in Education panel that reviews applications for artist residencies
- a statewide panel that reviews applications for Teacher Incentive Grants
- discipline-specific panels that review applications for artist fellowships

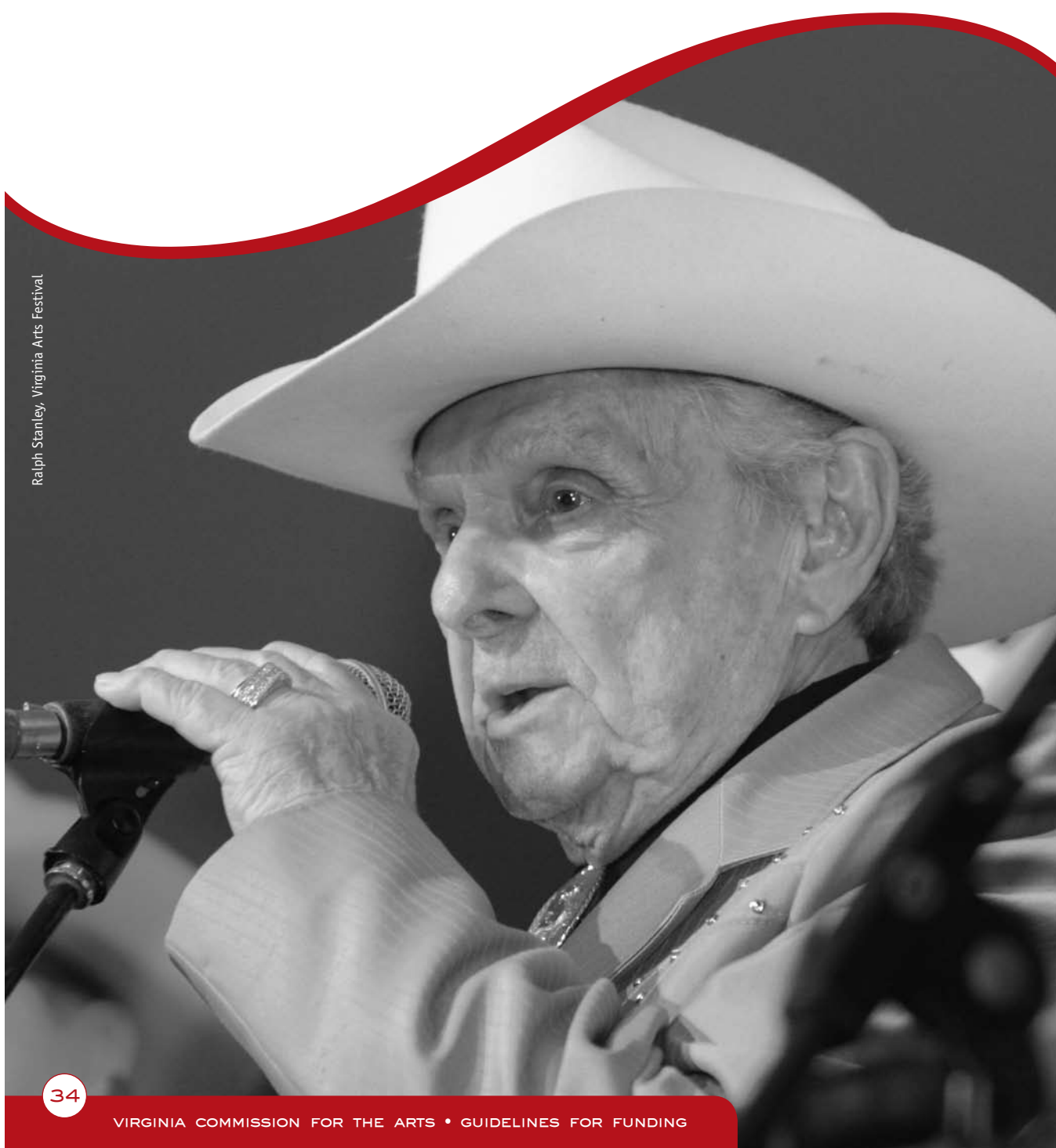
***Send Your Nominations for the Panels to:***

Virginia Commission for the Arts  
 223 Governor Street  
 Richmond, VA 23219  
 by fax: 804-225-4327  
 by email: arts@arts.virginia.gov

*Include contact information for the individual(s) nominated for the panels and either a bio or a few sentences about the person's experience in the arts.*

# TIPS FOR APPLICANTS

Ralph Stanley, Virginia Arts Festival



## TIPS FOR APPLICANTS

- Check the Commission website ([www.arts.virginia.gov](http://www.arts.virginia.gov)) regularly for news, grant applications, deadlines, and report forms.
- Each year the Commission staff conducts application assistance workshops around the state to explain the different grant programs and application procedures. Applicants are encouraged to attend one of the workshops.
- Applicants should read the “General Grant Policies,” page 6 as well as the guidelines for a particular grant program. General Policies apply to all grantees of the Commission.
- New applicants to the Commission should contact the Commission staff as soon as possible for information on application procedures.
- In preparing grant applications, do not assume that the panelists know your organization first-hand. Tell your story and the impact you are hoping to achieve in as concise and compelling manner as possible. Include factual information to back up statements about your impact on the community.
- Try not to use jargon, buzz words, and insider language in the proposal.
- Applicants are responsible for complying with the instructions and Certification of Assurances attached to each application form.
- Once an application is submitted to the Commission, inform the Commission promptly of any changes in the address, key personnel, or other pertinent information about your grant application. If a grant is awarded, any substantive changes in the activities or budget described in the application must be approved in advance by the Commission staff.
- Each applicant should include the names of the advisory panelists, the board members of the Commission, and the Commission staff on all mailing lists, and regularly notify them of activities and events. The addresses are available from the Commission office and on the Commission website. The panelist lists are updated each year.
- The Commission staff will answer any questions about the grant programs, assist applicants in completing the forms, and review drafts of grant applications, if requested at least four weeks before the grant deadlines.
- All advisory panel and Commission meetings are open to the public. Applicants and others may observe the meetings. The dates and locations of the meetings are available from the Commission office.



# CONTACT INFORMATION

## Commissioners

|                                     | Term Expires |
|-------------------------------------|--------------|
| David W. Briggs, Arlington          | 6/30/09      |
| Dr. Lucius F. Ellsworth, Wise       | 6/30/09      |
| Nicholas J. Covatta, Jr., Accomac   | 6/30/11      |
| Susan B. Hirschbiel, Virginia Beach | 6/30/09      |
| Maria Laqueur, Weems                | 6/30/11      |
| Bonita Lestina, Fairfax             | 6/30/08      |
| Jacquelyn E. Stone, Richmond        | 6/30/09      |
| Rod Taylor, Chesapeake              | 6/30/08      |
| Beth A. Temple, Alexandria          | 6/30/08      |
| William F. Trinkle, Roanoke         | 6/30/09      |
| Deborah H. Valentine, Richmond      | 6/30/09      |
| J. Vaughan Webb, Rocky Mount        | 6/30/11      |
| Eve Wilson, McLean                  | 6/30/09      |

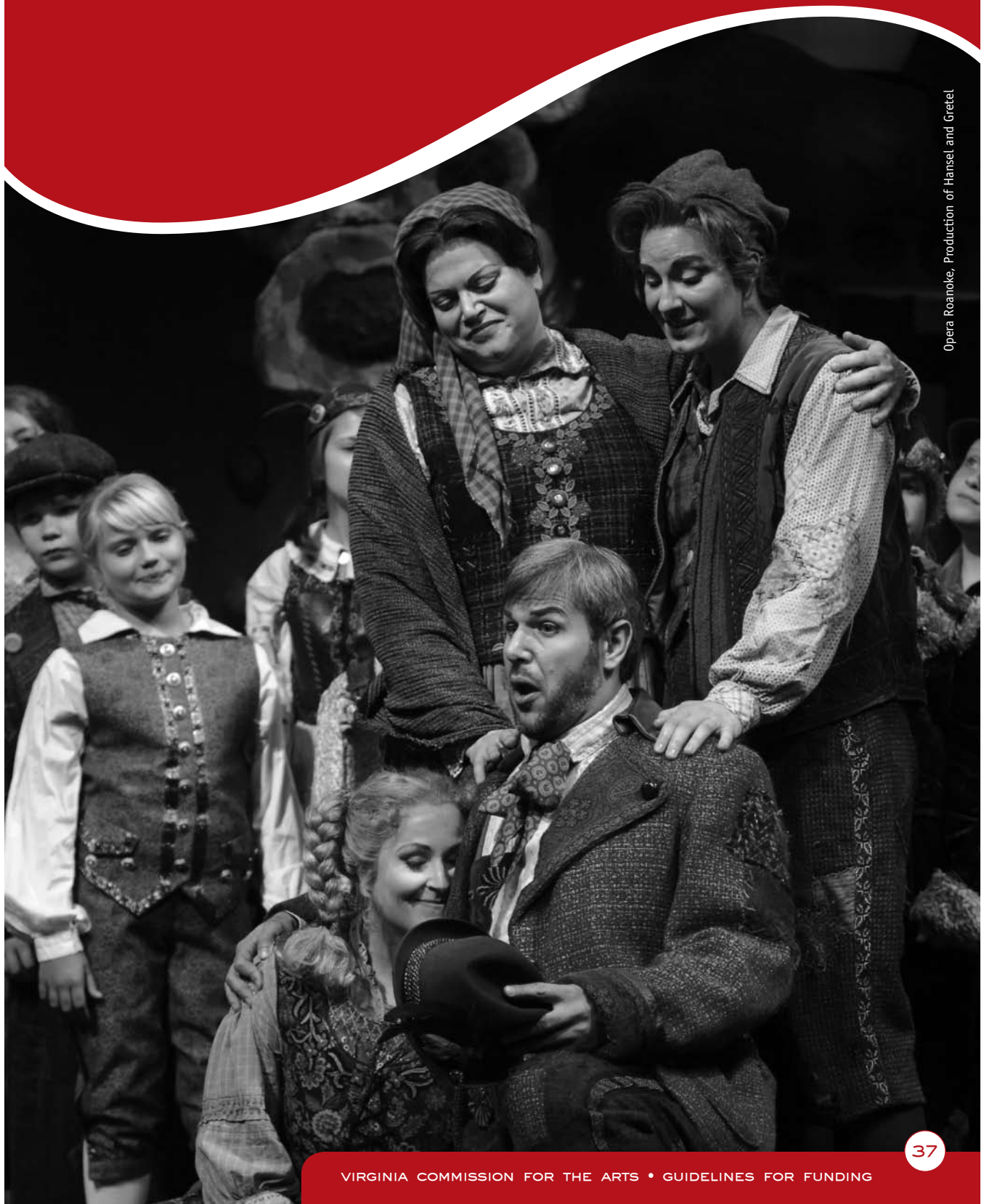
## Staff

Peggy J. Baggett, Executive Director  
Foster J. Billingsley, Deputy Director  
Tatjana Franke Beylotte, Arts in Education Coordinator/Webmaster  
Cathy Welborn, Program Coordinator  
Lorraine W. Lacy, Executive Secretary  
Jody Wight, Administrative Assistant

## VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street  
Richmond, VA 23219-2010  
804-225-3132 (voice/TDD)  
804-225-4327 (fax)  
arts@virginia.gov (email)  
www.arts.virginia.gov

*The Virginia Commission for the Arts is the state agency that supports the arts through funding from the Virginia General Assembly and the National Endowment for the Arts. The Commission distributes grant awards to artists, arts and other not-for-profit organizations, educational institutions, educators and local governments, and provides technical assistance in arts management.*



Opera Roanoke, Production of Hansel and Gretel



**VIRGINIA COMMISSION** for the

223 Governor Street  
Richmond, VA 23219-2010

804-225-3132 (voice/TDD)  
804-225-4327 (fax)

[www.arts.virginia.gov](http://www.arts.virginia.gov)



Non-Profit Org.  
U.S. Postage  
PAID  
Richmond, VA  
Permit #1976

